

ADMINISTRATIVE - INTERNAL USE ONLY

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14 December 1988

## MEMORANDUM FOR THE RECORD

SUBJECT: Meeting Concerning Electronic Record Schedule to Cover AFS

1. On 14 December 1988 a meeting was held in the FBIS Conference Room to begin discussions concerning the creation of an electronic Records Schedule to cover the files that will be in AFS. In attendance from OIT Information Management Division were [redacted] and [redacted].

In attendance from FBIS were [redacted] many component records custodians, and [redacted] IMO.

2. The meeting opened with the OIT representatives presenting a general overview of what is needed to prepare an electronic records schedule and the difference between the items in the electronic schedule and those previously covered in our new Vital Records Schedule item. OIT had prepared an initial draft describing the AFS system and then beginning to cover the three segments of AFS as they knew them. [redacted] pointed out that the three segments OIT had begun to cover were in the Unclassified portion of AFS and that the Classified position which would become operational on 19 December 1988 had not been addressed, and would cover a variety of files. There will be a total of some 50 or more files covered in AFS when the system becomes totally operational.

3. [redacted] addressed the question of Item 33d2 in the paper Records Control Schedule which covers the CTS file. [redacted] confirmed that the CTS file, currently on the GIMS data base, is scheduled to be converted and put solely on AFS in the near future. Since no paper records exist on this particular file series, and since this file is the only one of its kind in the Government, it is essential that action be taken to ensure that none of the information in this file is lost, even after a 20-year period.

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4. [ ] pointed out that not all of the files in AFS would be retained for a 20-year period (more or less a talking point for DRD and JPRS files) and that each file would have to be addressed individually. [ ] agreed to go over the draft presented by OIT/IMD, filling in the missing items and files. He also agreed to draft a second section covering the files in the classified section. He advised that these actions would take until approximately mid-February due to the holidays and the amount of files that will need to be addressed.

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5. The meeting concluded on that note. [ ] will advise OIT/IMD when he has prepared his draft. They will come over again at that time, go over the draft, and begin discussions with components responsible for the individual files. When completed, a draft will be presented to FBIS Management for concurrence before the Schedule is presented to NARA for approval.

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## Distribution:

Original - OIT/IMD

1 - HED/ESG

1 - AS/Chrono

1 - IMO file

1 - [ ]/Reg

IMO/AS/FBIS/DS&amp;T, [ ]/22DEC88

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